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# E – Travel News

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## UTS

### *Breaking News:*

#### New version of UTS:

A new UTS version (Patch 1.2.7) was implemented and resulted in several major changes. Employees now must use their 7-digit employee ID number to log into the system; if your EMPLID does not work, use your SSN until we get your EMPLID loaded. Employees who are not paid by the CG Payroll will not have EMPLIDs loaded, i.e., USPHS, CGES, AUX, members from other branches of service, etc. Default AOs are no longer required in member's profile. When a unit does not have a designated AO, the member has the ability to send claims to AOs Coastguard wide. Profiles will require E-mail addresses to be completed so member will receive information and Travel Voucher Summaries (TVSs). UTS will no longer give the member the option to request an advance in UTS. It is recommended that members use USPS or fax for advance requests to avoid duplicate liquidations of advances. Additionally, it is important that only monies received by government traveler's checks are annotated in the advance field on the travel claim. These changes should make UTS friendlier to the member.

#### UTS Online Training:

On the PSC home page, members will find a link to the "On Demand" training for UTS. Simply click on the link "Tutorials & Demonstrations" which will take you to the "On Demand" page, or you may use <http://cgweb.psc.uscg.mil/training/uts/> for Direct Access. The member will find the training guide for both Direct Access & UTS. This program will take the member/AO through several phases: "See It," "Try It," "Do It," & "Know It" modes. Select the area to be utilized. The UTS User Tutorials (in the left hand column under Outline) will have to be opened up as well as the Traveler or AO section. The member may then click on a desired link for information and training. When the member completes the "Know It" mode with an accuracy rating of 80% or better, they have the basic knowledge to perform the required functions of the UTS program. This program also provides web sites for additional information and references.

#### Reporting Primary Mode of Transportation on your UTS claim:

When completing an itinerary on a travel claim, members must only use "Primary Mode" of transportation. For instance, member is going TDY to San Diego from Topeka, Kansas. The itinerary should show commercial plane (CP) as primary mode of travel. POV mileage to and from the airport, tolls, and rental car must be claimed in the reimbursable section. If there is a layover in another city, it is not required to enter Awaiting Travel (AT). If member is required to obtain lodging in the layover city due to a delay or cancellation of flight, **the member would need to obtain an amendment authorizing a delay** and claim the Authorized Delay (AD) on the travel claim with the lodging amount. See examples of these situations on the next page. The left example shows the proper way to complete the itinerary with no additional lodging required and the right example shows the proper way to show a layover that requires lodging in route.

#### PCS time is here:

**DO NOT SUBMIT PCS CLAIMS VIA UTS.** UTS is not capable of processing PCS claims. If a PCS claim is submitted through UTS, it will be deleted. An E-mail will be sent to the member requesting that the travel packet be mailed to PSC for processing. Remember, all 14 (GTA), 17 (duty moves), and 33 (operational) TONOs must be submitted to FINCEN for processing.

# E-Travel News Continued...

**Left Screenshot: Trip Log**

Date	Location	Reason	Method	Quarters	Mileage	Lodging	POC Mileage
01/01/2004	DEP Topeka, KANSAS	CP					
01/01/2004	ARR San Diego, CALIFORNIA	TD	LDP	00	00		
01/02/2004	DEP San Diego, CALIFORNIA	CP					
01/02/2004	ARR Topeka, KANSAS	MC					
01/02/2004	DEP						
01/02/2004	ARR						

**Reimbursable Expenses**

Date	Nature of Expense	Claimed
01/01/2004	AUTO MILEAGE	85
01/01/2004	AUTO MILEAGE	85
01/01/2004	RENTAL CAR	275.00
01/01/2004	FUEL FOR RENTAL CAR	27.50
01/02/2004		00

**Right Screenshot: Trip Log**

Date	Location	Reason	Method	Quarters	Mileage	Lodging	POC Mileage
01/01/2004	DEP Topeka, KANSAS	CP					
01/01/2004	ARR Dallas, TEXAS	AD	LDP	00	00		
01/02/2004	DEP Dallas, TEXAS	CP					
01/02/2004	ARR San Diego, CALIFORNIA	TD	LDP	00	00		
01/02/2004	DEP San Diego, CALIFORNIA	CP					
01/02/2004	ARR Topeka, KANSAS	MC					
01/02/2004	DEP						
01/02/2004	ARR						

**Reimbursable Expenses**

Date	Nature of Expense	Claimed
01/01/2004	AUTO MILEAGE	85
01/01/2004	AUTO MILEAGE	85
01/01/2004	RENTAL CAR	275.00
01/01/2004	FUEL FOR RENTAL CAR	27.50
01/02/2004	LODGING TAX/CONUS/US TERR ONLY	12.55

## How to calculate "Cost of GTR":

This section is to assist with the understanding of how to properly calculate the constructed cost of government-procured transportation (GTR). When a member is authorized POV not to exceed (NTE) GTR, the orders must state: "POV travel NTE the constructed cost of the GTR \$XXX.XX;" with the actual dollar amount replacing the "X's." To calculate this amount, you must add together the government airfare rate ([city pairs rate](#)), any taxi fares and tips that would be appropriate to and from the airport and/or lodging accommodations, mileage and tolls that would be appropriate to and from the airport, airfare service fees, 75% per diem for two travel days, and rental vehicle fees if it had been authorized originally. To determine which will be paid, add together total mileage multiplied by the current mileage rate, tolls, total per diem for travel days (75% for first and last day and full per diem for each additional day of driving travel), and lodging costs (not to exceed max. lodging rate for that area) during travel if required to stop in route. Member will be entitled to the lesser of these amounts. You may travel by Privately Owned Conveyance (POC). Travel days and reimbursement WILL NOT exceed GTR limits. If there are extenuating circumstances, i.e. member is transporting unit equipment or flying to multiple destinations where the costs to the government would be much higher, then POV may be determined to be advantageous, in which case the orders need to specify and provide reason for decision. For further assistance, please refer to the JFTR link and reference below citations.

<http://www.dtic.mil/perdiem/trvlregs.html> U3305-A1; U3305; U3325; U3310; U4330; U4326-B3; U4326-A2; U4145-B; and U4147-3.

### \*\* A brief reminder:

\*\*When submitting manual claims to PSC for processing, please include in the packet: the original 1351-2 with original signatures by the member and AO, original orders and amendments with original signatures or certification of original with an original signature, and receipts. This will allow PSC to process the claim without returning it to the member for corrections.

\*\*Computer generated random audits are done on approximately 15% of the UTS claims received by PSC. Any claim that is over \$2,500 in total entitlements receives a mandatory audit. Please ensure you respond to these audit requests. It is important to ensure accuracy of the system and meet GAO requirements.

Be sure to check this site for updated information:

<http://www.uscg.mil/hq/psc/utsfaq.shtm>

Please share this important information with all of your travelers in your unit/area so they can stay informed of important UTS changes and improvements.

Please send your suggestions for improvements to:

[hsrc-utscst@hsrc.uscg.mil](mailto:hsrc-utscst@hsrc.uscg.mil)

## Coming next month: Common problems that crash in the system...